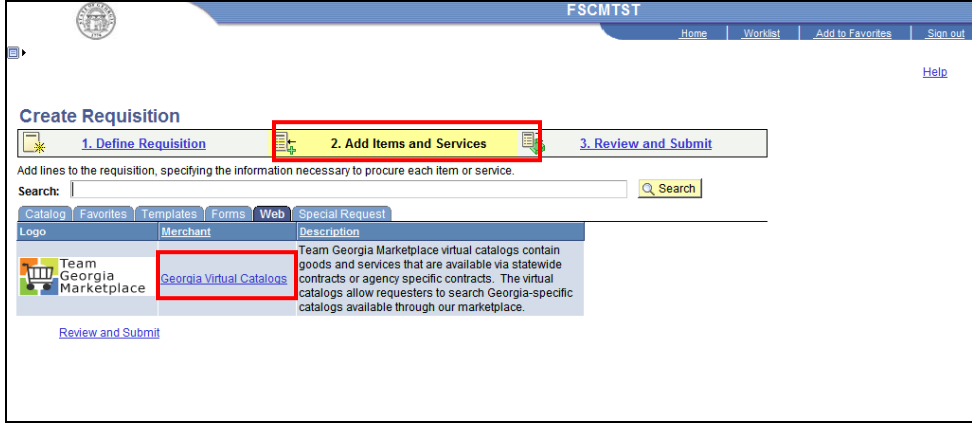
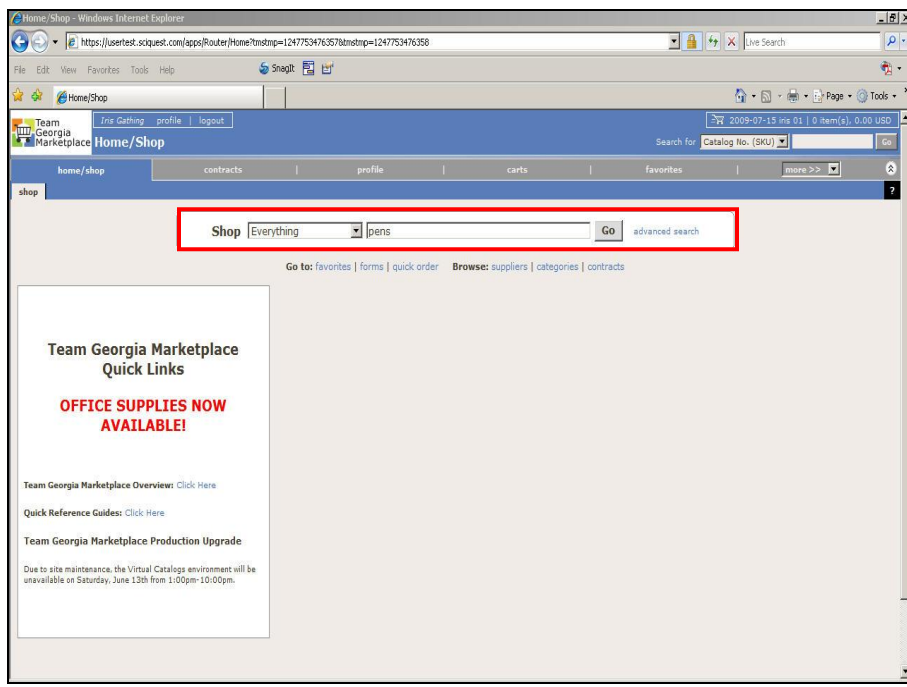
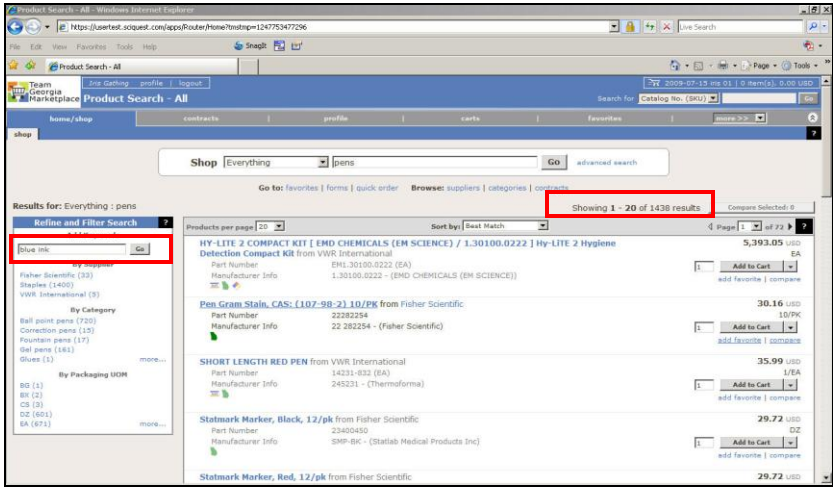
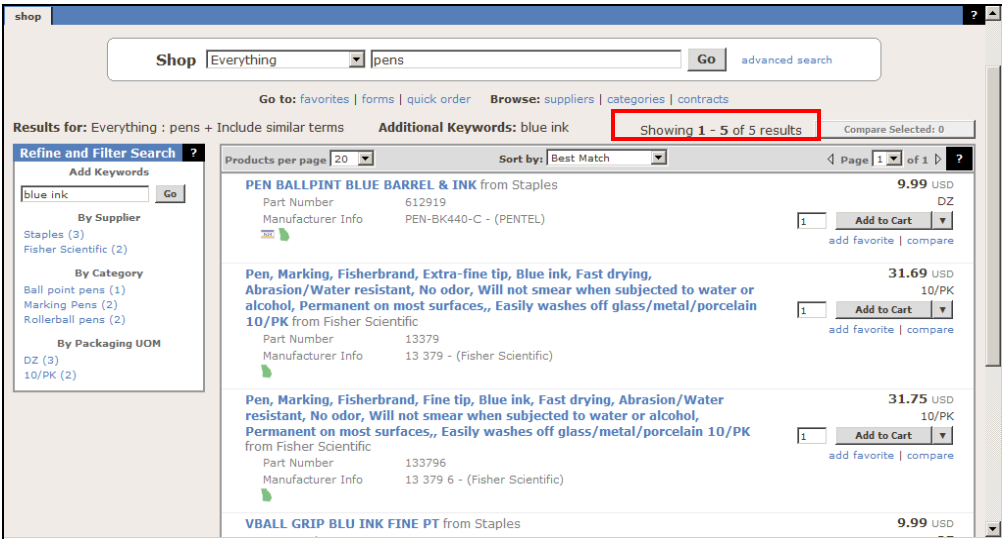


## Georgia Virtual Catalogs – Keyword Search

Effective July 28, 2009, the look and feel of the Team Georgia Marketplace Home page has changed.

Step #	Do This:
1	<p>Click the Add Items and Services tab to access Georgia Virtual Catalogs.</p> 
2	<p>You can now “shop for everything” on the <b>home/shop tab</b>. There are several ways to shop including:</p> <ul style="list-style-type: none"> <li>• Keyword Search</li> <li>• Supplier</li> <li>• Category</li> <li>• Contract</li> </ul> <p>In the example shown, we will do a keyword search for “PENS”. To do a keyword search, enter the desired keyword into the <b>Search</b> field and click the <b>Go</b> button.</p> 

Step #	Do This:
3	<p>The search results for pens show over 1400 results. There are several options you can use to narrow the search including:</p> <ul style="list-style-type: none"> <li>• Add Keywords</li> <li>• By Supplier</li> <li>• By Category</li> <li>• By Packaging UOM</li> </ul> <p>In the example shown, an additional keyword is added for “<b>blue ink</b>”.</p> <p>To use the <b>Add Keyword</b> feature, enter the desired information into the <b>Add Keyword</b> field in the <b>Refine and Filter Search</b> box, and click the <b>Go</b> button.</p> 
4	<p>Using the <b>Add Keyword</b> option narrowed the search to five results.</p> 
5	<p>In this example, we will request 50 dozen pens. To request the desired quantity, enter the amount into the Add to Cart field, and press the Add to Cart button.</p>

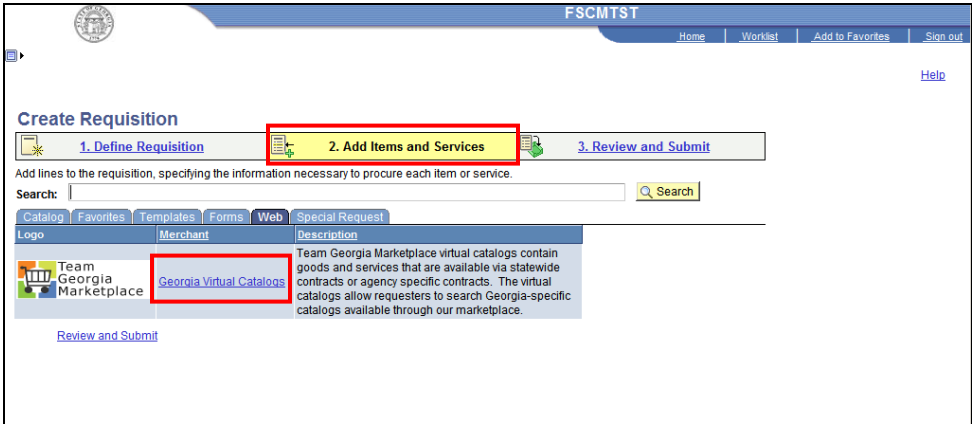
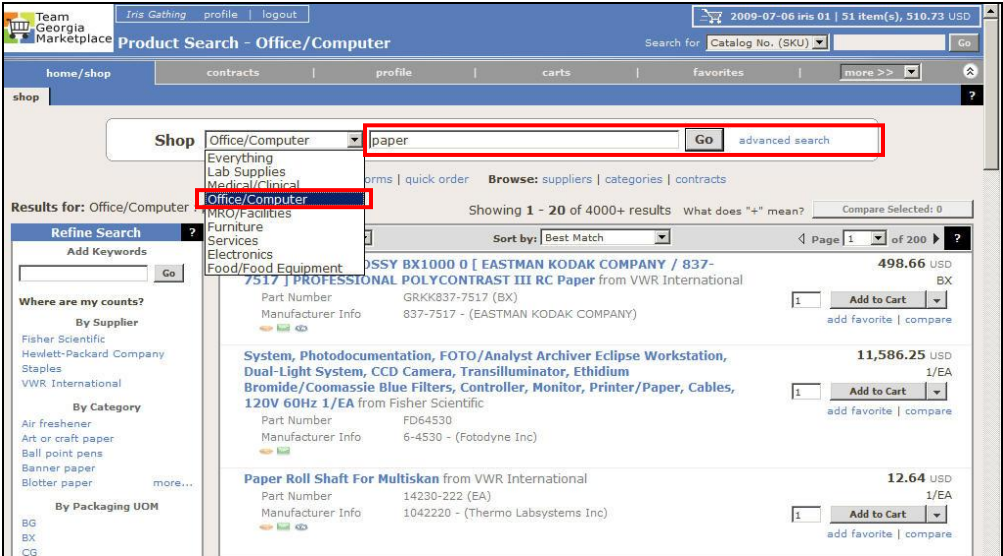
# Quick Reference Guide Team Georgia Marketplace

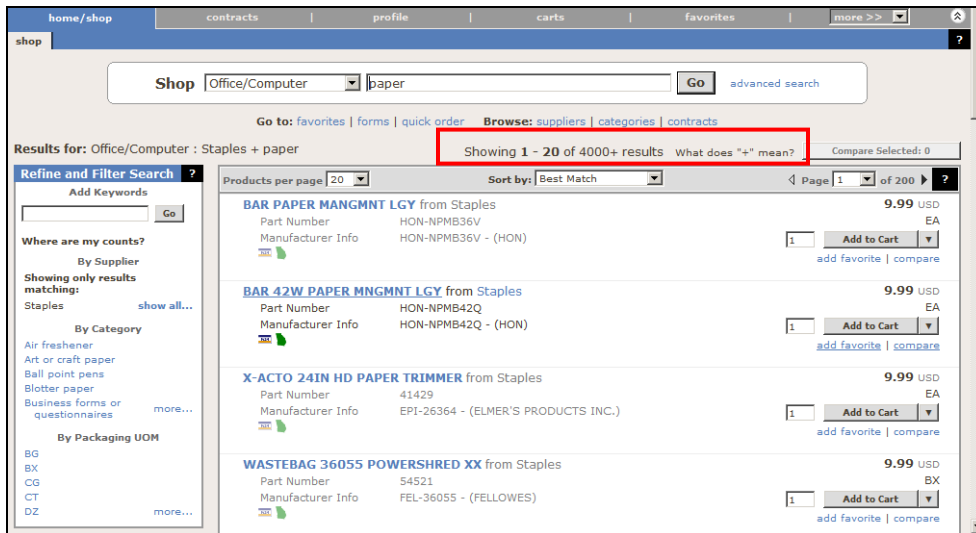


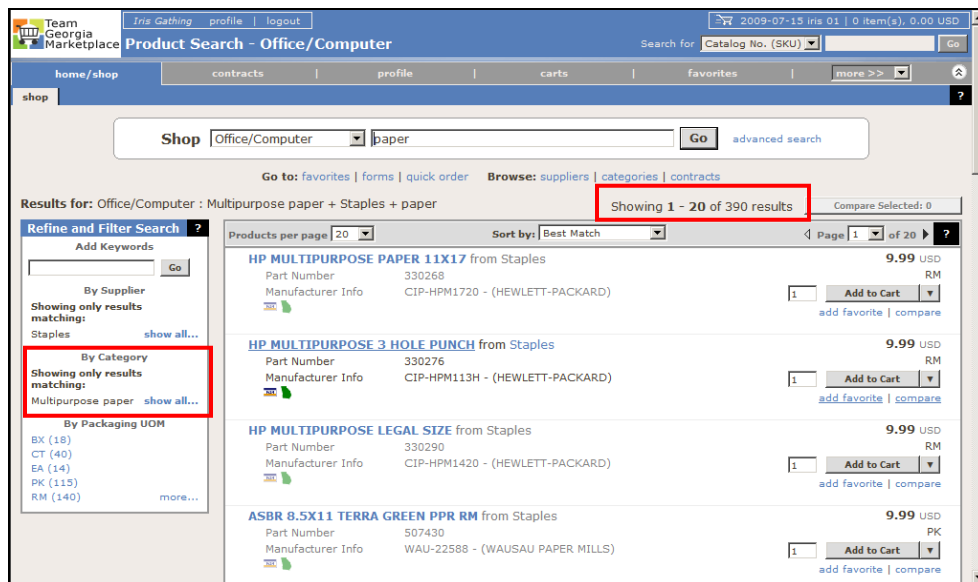
Step #	Do This:
6	<p>Note that the <i>Shopping Cart</i> shows the number of items added to the cart. To display the <b>Cart</b>, click the <b>Shopping Cart</b> button at the top of the screen. Cart results are shown at the bottom of the screen. To add these items to the <i>eProcurement Requisition</i>, click the <b>Place Order</b> button.</p>
7	<p><b>End of Procedure</b></p>

## Georgia Virtual Catalogs – Other Search Options

Effective July 28, 2009, the look and feel of the Team Georgia Marketplace Home page has changed. In addition to shopping for everything, other options are available to assist you in searching for an item and narrowing the search when a large number of results are returned.

Step	Do This:
1	<p>Click the Add Items and Services tab to access Georgia Virtual Catalogs.</p> 
2	<p>There are several additional ways to shop in Team Georgia Marketplace including:</p> <ul style="list-style-type: none"> <li>• Supplier</li> <li>• Categories</li> <li>• Contracts</li> </ul> <p>In the example shown, we will do a <b>Category</b> search for "paper". To do a Category search, click the drop-down arrow to select the desired category, type the item description into the <b>Search</b> field, and click the <b>Go</b> button.</p> 

Step	Do This:
3	<p>The search results for paper show over 4000 results. There are several options you can use to narrow the search including:</p> <ul style="list-style-type: none"> <li>• Add Keywords</li> <li>• By Supplier</li> <li>• By Category</li> <li>• By Packaging UOM</li> </ul> <p>In the example shown, we will narrow the search using the <b>By Supplier</b> (Staples) option.</p> <p>To use the <b>By Supplier</b> feature, click on the appropriate <i>Supplier</i> name in the <i>Refine and Filter Search</i> box.</p>
4	<p>In the example shown, narrowing the search by <i>Supplier</i> did not change the number of results.</p> 
5	<p>To narrow the search further, you may filter by <i>Category</i>. To expand the <b>Category</b> search list, click the "<b>more...</b>" link and scroll down the list to find the proper category. In the example shown, we scrolled down to find "<b>multipurpose paper</b>"</p>

Step	Do This:
	<div data-bbox="467 237 865 791" data-label="Form"> <p><b>Refine and Filter Search ?</b></p> <p>Add Keywords</p> <input type="text"/> <input type="button" value="Go"/> <p>Where are my counts?</p> <p>By Supplier</p> <p>Showing only results matching:</p> <p>Staples <a href="#">show all...</a></p> <p><b>By Category</b></p> <p>Air freshener</p> <p>Art or craft paper</p> <p>Ball point pens</p> <p>Blotter paper</p> <p>Business forms or questionnaires <a href="#">more...</a></p> </div> <div data-bbox="886 548 1268 791" data-label="List-Group"> <ul style="list-style-type: none"> <li>Ledger paper</li> <li>Letter folders</li> <li>Magnet paper</li> <li>Mimeograph paper</li> <li><b>Multipurpose paper</b></li> <li>Notebook filler paper</li> <li>Office machine trays or feeders</li> <li>Packaging paper</li> </ul> </div>
5	<p>In the example shown, using the <b>Category</b> filter for multipurpose paper narrowed the search results to 390.</p> <div data-bbox="380 917 1352 1495" data-label="Form">  </div>
	<p>You may further narrow the search using the <b>Packaging UOM</b> filter. Note that the <b>UOM</b> filter shows the number of results for each packaging measurement. In the example shown, selecting the "bx" measure narrowed the results to 18.</p>

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Step	Do This:
6	Once you have reached the desired results, add the quantity, click the <b>Add to Cart</b> button and <b>place the order</b> to continue the requisition.
7	<b>End of Procedure</b>